Sameer Mahmoud Mohammed Al-Zeer
IT Administrator

CONTACT INFORMATION

- **Address:**   UAE – Dubai

- **Mobile Phone:**   00971504128992

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PERSONAL INFORMATION

- **Date of birth:**   1981
- **Marital Status:** Married
- **Nationality:**   Jordanian

EXPERIENCE

September, 2008 – Present   ERC   UAE

IT Administrator

- Network Engineering (design, management &implementation)
- Fixing and installing all kinds of HP products such as Servers, Plotters, desktops, laptops and printers
- Install new / windows servers and configure hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and project/operational requirements
- Ensure the system hardware, operating systems, software systems function efficiently
- Computer Engineering: with ability to troubleshoot and fix most of computers problems including all parts of its hardware
- Preparing all kinds of HP Laptops, changing operating system and provide backups(HP pavilion series)
- Providing all the required IT support for more than 20 site offices
- Troubleshooting various hardware/software failures.
- Providing support for various software including Archiving, Email.
- Direct connection with Purchase department to provide all latest specifications for the required products

PERSONAL SKILLS

- Strong communication and writing skills.
- Strong time management skills to manage multiple timelines and complete tasks quickly within the constraints of clients' timelines and budgets.
- Strong problem solving skills.
- Ability to adapt and pick up new techniques and technology.
- Ability to work individually or in a team to beat tight deadlines.

EDUCATION

Arab Academy for Banking and Financial Sciences
    Degree: Master. Management Information System

Al Zaytooneh UNIVERSITY
    Degree: B.Sc.   Computer Science and Applications

PROFESSIONAL CERTIFICATES

- **CCNA Sys. Implementation and Administration**

Familiarly with programming language such as:

- **Oracle 7i, Forms and Reports 6i -   Visual Basic 6 - C sharp**

LANGUAGES

Language	Level
Arabic	Mother tongue
English	Very good written and spoken